

SUPPLEMENTAL APPLICATION
for
LIBRARY BRANCH MANAGER

1. The information in this supplementary application will be used to evaluate your qualifications for the Library Branch Manager position and as a basis for your grade on the Evaluation of Education and Experience examination component. Include only positions involving professional level experience.
2. The Evaluation will be based only on the information provided in this application, to include college transcripts. Attachments (e.g., resumes, references, etc.) will not be evaluated. However, we may request specific examples of reports and studies at a later date. Failure to properly complete this application as instructed will result in automatic disqualification.
3. **THIS IS A TEST.** The Evaluation of Education and Experience score will be based only on the information obtained from this questionnaire. It is your responsibility to provide all the requested information clearly and completely. Information cannot be added or revised at a later date.
4. Please print in ink or type your responses. Anything not legible will not be graded.
5. Supplemental Applications returned incomplete, or not legible will not be evaluated and the applicant will be disqualified.
6. If you have any questions, contact Monica J. Puga at (915) 541-4269.

COMPLETED CITY APPLICATIONS AND SUPPLEMENTAL APPLICATIONS WILL BE REVIEWED EVERY TWO WEEKS AND NOTICES OF QUALIFICATION OR DISQUALIFICATION WILL BE SENT.

Please read the statement below and sign it after completing the supplementary application.

I certify that my statements in this application are true, complete and correct to the best of my knowledge and belief. I understand that any falsification and/or omission of information may bar me from consideration, remove my name from the eligible list or if I have been appointed, cause my dismissal from the position. I also agree that all statements may be investigated.

Date_____ Signature_____

Name_____ (Printed or Typed)

Telephone_____

51450603-10

Education and Training

- I. Attach a college transcript which shows all relevant coursework and date and type of degree(s) received.
- II. Briefly describe any formal training (workshops, seminars, etc.) you have had which relate to this position. Use additional paper if necessary. Please include copies of the certificates received.

<u>Title</u>	<u>Date</u>	<u>Course Length</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- III. List professional organizations of which you are current a member.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List on this page each position you have held where you gained experience which would qualify you for the position of Library Branch Manager. Start with your present or most recent position. Each position will be identified by a letter. If during your employment by any one employer you were promoted and/or your job duties were drastically changed list these as separate positions. Continue on additional sheets if necessary.

Position A

EMPLOYER _____

EMPLOYED FROM _____ TO _____
(month/year) (month/year) (hours worked per week)

JOB TITLE _____

YOUR SUPERVISOR _____

HIS/HER TITLE _____

Position B

EMPLOYER _____

EMPLOYED FROM _____ TO _____
(month/year) (month/year) (hours worked per week)

JOB TITLE _____

YOUR SUPERVISOR _____

HIS/HER TITLE _____

Position C

EMPLOYER _____

EMPLOYED FROM _____ TO _____
(month/year) (month/year) (hours worked per week)

JOB TITLE _____

YOUR SUPERVISOR _____

HIS/HER TITLE _____

Position D

EMPLOYER _____

EMPLOYED FROM _____ TO _____
(month/year) (month/year) (hours worked per week)

JOB TITLE _____

YOUR SUPERVISOR _____

HIS/HER TITLE _____

Work Experience

In this section, we would like you to elaborate on your work experience. We ask that you do this on your own paper. Please type or write neatly in blue or black ink. Illegible answers will not receive points. In order to uniformly evaluate everyone's education and experience, we ask that you follow the format in the example.

There are several subject areas described below. We are interested in the work experience that you have gained in each of these areas, in each of the positions you have held.

For each position, (label each position using the letter from the work history section) we want you to write a BRIEF description of your duties and responsibilities. **Avoid using vague, non-descriptive phrases such as "assisted in" or "coordinated" unless clarified by additional information.** If you do not have experience in an area, write NONE. It is not necessary to have experience in all areas to do well on this test.

Following your description, list the percentage of your work time that you spent in each subject area. If you spent about a quarter of your day working on the computer, for example, you would write 25% next to that position in the automation/computers section. **Please note that the total time spent performing the Evaluation Factors cannot exceed 100% per position.**

Finally, we want you to rate your level of expertise in each subject area for each job you have held. Use the following scale:

1. I have had no experience or training in this task, function or activity.
2. I have had formal training in this task, function or activity, but no experience.
3. I have had supervised experience in this task, function or activity (could include on-the-job training).
4. I have independently performed this task, function or activity.
5. I have performed as a lead worker or supervisor in this task, function or activity.

EXAMPLE OF FORMAT:

1. SUPERVISION:

Position A Directly supervised two full time employees in the reference section, one library
(10%) Technician and one library Aide. I defined their work responsibilities, checked their
Rating = 4 progress, verified completed work, and filled out their performance evaluations.
 I implemented a staff training program for internet usage.

Position B I supervised two part-time technicians. I provided their initial training, scheduled
(5%) their hours, assigned them to projects, checked their work, and recommended pay
Rating = 3 increases.

Position C NONE
(0%)
Rating = 1

Note: Time spent performing the Evaluation Factors cannot exceed 100% per position.

EVALUATION FACTORS:

- I. LIBRARY MANAGEMENT AND BUDGETING: Briefly outline your experience in library management to include planning activities, budget preparation and facility management.
- II. PUBLIC SERVICES: Briefly outline your experience in public service departments (i.e.; answering telephone reference and information inquiries; conducting library tours; instructing patrons in locating and using various library resources; planning and directing special projects and programming for the community; preparing bulletin board and exhibits; etc). Include departments served, length of service in each, your level of authority, and any innovations you may have implemented.
- III. AUTOMATION/COMPUTERS: Briefly outline your experience with library automation and computers. Be sure to indicate your role in library automation, and the system(s) with which you have had experience. You may include your experience using word processing, database, spreadsheet and business presentation programs.
- IV. COLLECTION DEVELOPMENT: Briefly outline your experience in collection development (i.e.; evaluating collections; reviewing books, electronic resources, and other materials; recommending materials for purchase; collecting and analyzing user data; weeding a collection; etc.)
- V. SUPERVISION: Briefly outline your supervisory experience. Indicate the section under your responsibility, the title and number of employees you supervised, whether or not they were full time, and the level of authority you had (e.g., did you initiate/sign performance evaluations for staff, did you administer a formal discipline plan, etc.). If applicable, include a description of your experience with staff training and development.
- VI. MISCELLANEOUS PROFESSIONAL EXPERIENCE: Indicate any professional library or library related work that you have done which you feel is an asset towards responsibilities associated with this particular position and was not included above.